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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 11 APR 1957

FROM : Chief, Supply Division, OL

SUBJECT: Open Shelf Filing Equipment

REF : Your memorandum dated 7 February 1957, same subject

1. The Supply Division is not presently in a position to establish open shelf filing equipment as a standard stock item as FY 1957 funds, available in the administrative stock account for stocks of filing equipment, have been obligated.

2. It is understood that subject material can be obtained from various sources within a limited amount of time (60 days). Therefore in lieu of establishing this as a stock item in years subsequent to FY 1957, it is suggested that such be procured directly from a vendor as it is needed.

3. In discussing this matter with [REDACTED] of your office, a question as to what funds will be used to procure this material arose. The Logistics Office was not aware of a requirement for this type of material until recently, and therefore has not included it in the FY 1958 Budget. However, the Logistics Office is interested in assisting your office in reducing the administrative cost of operating the Agency, and therefore proposes the following formula, subject to the availability of funds. 25X1A9a

a. Funds from the FY 1958 administrative stock account will be utilized for the procurement of subject equipment providing:

(1) Subject equipment requisitioned is to replace specific filing cabinets.

(2) The cost of subject equipment does not exceed the value of filing cabinets which are turned in, as a result of being replaced by open shelf filing equipment, during the period 1 April through 30 June 1957.

b. Funds from the FY 1959 administrative stock account will be utilized for the procurement of open shelf filing equipment, providing the cost of such equipment has been included (and approved) in the FY 1959 Budget.

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4. It is understood that OCR/BR will return to the Supply Division, this year, 115 cabinets, cap size, 5 drawers which will be replaced by open shelf filing equipment. These cabinets are valued at approximately \$60 each. Therefore, under the conditions stated in paragraph 3.a. above it is possible that \$6900, available in the administrative stock account funds, could be diverted to procure subject items.

5. It is requested that your office submit to the Supply Division, prior to 1 May 1957, an estimate of the amount and cost of open shelf filing equipment which is to be installed during FY 1959. These figures will be included in the FY 1959 budget request for administrative material.

6. In view of the cost of this material, the fact that as yet it is not a common item of issue and of your interest in this type of material, requisitions for such will not be honored by the Supply Division unless they are approved by the Chief, Records Management Staff.

7. Your comments relative to the foregoing are solicited.

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Distribution:

- 1 - Addressee
- 1 - OL/SD
- 1 - OL/SD/SOB
- 1 - OL/SD/DSCS
- 1 - OL Budget Officer
- 1 - OL/SD/SM&RS official

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OL/SD/SM&RS/ [REDACTED] flp/3888 (26 March 1957)

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Budget Estimate for FY 1959

IR	93 Borroughs @	68.00	
BR			7,000
S.O.	Open Shelving SF	159 @\$85.00	4,000
	"	87 @\$85.00	12,000
	Visible Shelf "	19 @\$250	7,300
	30		4,750
	Medical Cabs. "	15	1,500
Log.			1,500
Comptroller			1,500
Installations			2000

~~for~~ for ~~canopies~~ end pants dust  
canopies etc.

5,835

\$47,385

*For 1959 Budget*

*29 apr*

*Wagon*

*Total of \$47,385 furnish SD/OL  
in memo by [redacted] dated  
29 apr 1957.*

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